

STATE OF NEVADA

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Governor

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Director



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DEPARTMENT OF HEALTH AND HUMAN
SERVICES
HEALTH DIVISION

Bureau of Health Protection Services

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EVENT COORDINATOR APPLICATION FOR TEMPORARY FOOD
ESTABLISHMENT FOR SPECIAL EVENT

INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE DENIED
TYPE OR PRINT CLEARLY

THIS COORDINATOR APPLICATION SHOULD BE SUBMITTED AT LEAST THREE
WEEKS IN ADVANCE OF THE EVENT. THE ESTABLISHMENT APPLICATION
AND FEES, MUST BE COMPLETED AT LEAST 24 HOURS PRIOR TO THE START
OF THE EVENT OR PERMITS WILL NOT BE ISSUED.

BUREAU OF HEALTH PROTECTION SERVICES FEE SCHEDULE

FOR A TEMPORARY FOOD ESTABLISHMENT-PER UNIT: \$50.00

FOR A TEMPORARY FOOD ESTABLISHMENT, WHICH IS
OPERATED BY A RELIGIOUS, CHARITABLE OR OTHER
NON-PROFIT ORGANIZATION, IF THE SALE OF FOOD
FROM THE ESTABLISHMENT OCCURS OFF THE PREMISES
OF THE ORGANIZATION: \$25.00

NAME OF SPECIAL EVENT TEMPORARY FOOD ESTABLISHMENT WILL BE IN
CONJUNCTION WITH:

LOCATION AND ADDRESS OF EVENT: _____

DATE(S) OF EVENT: _____
(Event duration may not exceed 14 days)

HOURS OF EVENT: _____
(Specify for each date if different)

NUMBER OF PATRONS YOU ANTICIPATE AT THIS EVENT: _____

ANTICIPATED TIME OF SET UP OF FIRST DAY OF EVENT: _____

EVENT COORDINATOR

NAME: _____

PHONE NUMBER: _____

CONTACT NAME AND PHONE NUMBER WE MAY USE DURING THE
EVENT: _____

**PROVIDE THE FOLLOWING INFORMATION REGARDING YOUR PLANS
FOR SUPPORT SERVICES AT YOUR EVENT**

TOILET FACILITIES:

NUMBER OF PLUMBED TOILETS AT EVENT LOCATION:

NUMBER OF PORTABLE TOILETS AT EVENT LOCATION:

NUMBER OF PLUMBED HANDWASHING FACILITIES AT EVENT LOCATION:

NUMBER OF UNPLUMBED/PORTABLE HANDWASHING STATIONS AT EVENT
LOCATION:

NAME OF COMPANY SERVICING PORTABLE TOILETS AND HANDWASHING
FACILITIES DURING EVENT:

PUBLIC WORKS:

WHAT IS YOUR ELECTRICAL SOURCE: _____

HOW WILL YOUR TRASH BE HANDLED:

WHO IS RESPONSIBLE FOR FINAL CLEAN UP OF THE EVENT AREA:

OTHER SERVICES:

ARE YOU PROVIDING COLD STORAGE, A COMMISSARY, ICE SERVICE OR
POTABLE HAULED WATER? IF YES TO ANY, PLEASE DESCRIBE IN DETAIL:

IMPORTANT: EACH VENDOR PROVIDING FOOD OR BEVERAGES FOR PUBLIC CONSUMPTION IS REQUIRED TO HAVE A TEMPORARY FOOD PERMIT ISSUED IN ADVANCE OF THE START OF THE EVENT AND WILL BE CHARGED FOR A PERMIT FEE AND INSPECTED INDIVIDUALLY.

FOOD AND BEVERAGE VENDORS SETTING UP AT YOUR EVENT:

Business/Booth Name	Phone Number	General Menu Item(s)

EVENT COORDINATOR OR OPERATOR RESPONSIBILITIES:

I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLYING WITH APPLICABLE PROVISIONS OF NEVADA ADMINISTRATIVE CODE CHAPTER 446, FOOD AND DRINK ESTABLISHMENTS. I HAVE PROVIDED EACH OF MY VENDORS A COPY OF THE TEMPORARY FOOD ESTABLISHMENT APPLICATION PACKET AND AGREE TO SEE THAT THEY COMPLETE THE PACKET AT LEAST 24 HOURS PRIOR TO THE START OF MY EVENT AND OBTAIN PROPER PERMITS PRIOR TO SETTING UP THE TEMPORARY FOOD ESTABLISHMENT AND/OR HEALTH DIVISION INSPECTION. I UNDERSTAND THAT CRITICAL VIOLATIONS OF THE REQUIREMENTS OF NAC CHAPTER 446 MAY RESULT IN SUSPENSION OF VENDORS PERMITS AND CLOSURES OF TEMPORARY FOOD ESTABLISHMENTS. I UNDERSTAND THAT FAILURE TO HAVE MY VENDORS AND THIS EVENT READY FOR INSPECTION MAY RESULT IN CLOSURE.

SIGNATURE

DATE

TEMPORARY FOOD ESTABLISHMENTS

NAC 446.630 Applicable requirements; location of operation.

1. A temporary food establishment must comply with all the requirements of [NAC 446.050](#) to [446.625](#), inclusive, which are applicable to its operation.

2. If, in the opinion of the health authority, an imminent hazard to the public health will not result, temporary food establishments which do not fully comply with all the requirements of [NAC 446.050](#) to [446.625](#), inclusive, may operate when the preparation and service of food are restricted and deviations from full compliance are covered by the requirements set forth in [NAC 446.635](#) to [446.660](#), inclusive.

3. A temporary food establishment may only be operated at a fair, carnival, circus, public exhibition, celebration or similar transitory gathering. The location from which a temporary food establishment is operated must be approved by the health authority.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.1 subsec. 17.1.1 & § 17.2 subsec. 17.2.1, eff. 9-17-82]—(NAC A 9-16-92)

NAC 446.635 Preparation and service of potentially hazardous food.

1. Potentially hazardous foods requiring limited preparation may be prepared or served at a temporary food establishment only if the health authority has approved the foods before their preparation and service.

2. This section does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of [NAC 446.045](#) to [446.195](#), inclusive, is obtained in individual servings, stored at a temperature of 40°F (4.44°C) or below or 140°F (60°C) or above in facilities meeting the requirements of [NAC 446.045](#) to [446.195](#), inclusive, and is served directly in the unopened container in which it was packaged.

3. Potentially hazardous foods served at a temporary food establishment must be prepared and served in the same day and must not be saved for service on any following day.

4. Potentially hazardous food prepared in a private home must not be served in a temporary food establishment.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsec. 17.2.2, eff. 9-17-82]—(NAC A 5-23-96)

NAC 446.640 Ice. Ice which is intended for human consumption or which will come in contact with food or be used as a source of refrigeration must be obtained from an approved source. Ice intended for use in beverages must be manufactured in a chipped, crushed or cubed form. The ice must be obtained in plastic bags which are designed for a single use and are filled and sealed at the point of manufacture. The ice must remain in the bag until dispensed in a way that protects it from contamination.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsec. 17.2.3, eff. 9-17-82]—(NAC A 5-23-96)

NAC 446.645 Equipment and utensils.

1. Equipment must be located and installed in a way that prevents the contamination of food and that also facilitates cleaning.

2. Surfaces of equipment which come in contact with food must be protected from contamination by customers or other contaminating agents. If necessary, effective shields must be used.

3. If facilities for cleaning and sanitizing tableware are not effective, only articles intended for a single use may be used.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsecs. 17.2.4-17.2.6, eff. 9-17-82]

NAC 446.650 Facility for washing hands; potable water for preparation of food.

1. A convenient facility for washing hands which has:

- (a) An adequate amount of warm, running, potable water from an approved source;
- (b) Soap; and
- (c) Individual paper towels,

must be accessible and available for food handlers and other employees at all times.

2. An adequate supply of potable water from an approved source must be used to prepare food and operate the business.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsecs. 17.2.7 & 17.2.8, eff. 9-17-82]—(NAC A 5-23-96)

NAC 446.655 Floors, ceilings, doors and screening material.

1. If required by the health authority, floors must be constructed of concrete, asphalt, tightly fitted wood or other similar cleanable material and must be kept in good repair. Dirt or gravel, when graded to drain, may be used as subflooring if it is covered with clean, removable platforms or duckboards.

2. Ceilings must be made of wood, canvas or other material that protects the interior of the establishment from the weather. The walls and ceilings of areas used for preparing food must be constructed so that insects are not present.

3. If required by the health authority, doors must be solid or screened and must close automatically.

4. Screening material used for walls, doors or windows must be at least 16 mesh to the inch.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsecs. 17.2.9 & 17.2.10, eff. 9-17-82]—(NAC A 5-23-96)

NAC 446.660 Service openings.

1. Service openings at the counter may not be larger than necessary for the particular operation conducted.

2. If required by the health authority, service openings must have solid or screened doors or windows which fit tightly or must have fans.

3. Screened service openings in the counter must be kept closed except when in actual use.

[Bd. of Health, Food Establishments Reg. Art. 17 § 17.2 subsec. 17.2.11, eff. 9-17-82]—(NAC A 5-23-96)